

2013 City of Minneapolis Charitable Campaign

Contributing to local charities through automated payroll deductions is easier than ever before. Complete your donation choices online using HRIS following the simple steps below.

(If you do not have access to HRIS, you can fill out the pledge form at the end of the Campaign booklet and send it to Room 219 City Hall using inner office mail.)

Access and Login

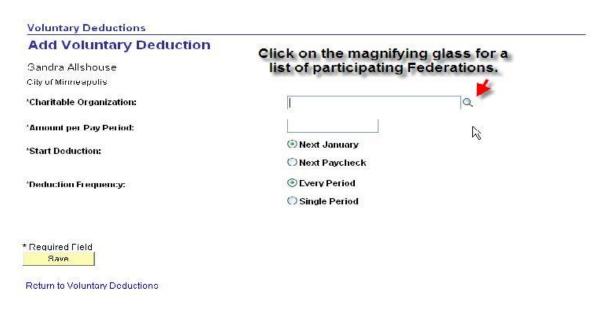
- 1. **From Work** Access **CityTalk** and click **HRIS** at the top of the page. OR use the URL http://hris. **From Home** use the URL www.ci.minneapolis.mn.us/HRIS
- 2. At the sign in page, enter your User ID (Employee Number e.g., 099999) found on your badge or paycheck.
 - 3. Enter your Password

Once you have signed on, click on the Self Service tab at the top of the page. Select Self Service > Payroll and Compensation > Voluntary Deductions

STEP 1. Click on 'Add Deduction' to set up a new charitable deduction.



STEP 2. Select a Charitable Federation by clicking on the magnifying glass to the right.



Look Up *Charitable Organization:



STEP 3. After clicking on one of the Federations above, complete the online form as follows:

Add Voluntary Deduction			
City of Minneapolis		Enter 'biweekly'	or
'Charitable Organization:		Q lump sum amou	2390
'Amount per Pay Period:			
'Start Deduction:	⊙ Next January <u></u>	Select deduction start dat	т.
	O Next Paycheck	'Next January' (new campa year) or the 'Next Payched	
Deduction Frequency:	Every Period	year, or the next ayened	
	O Single Period	Only at aith and From B	
		Select either 'Every Pa Period' or one 'Single	
Required Field Clic	k 'Save'	lump sum Period'.	

NOTE: If you select a Single Pay Period the deduction will occur only one time.

All other chosen options will stop in December at the end of the calendar year.

STEP 4. Click OK 'confirmation'



STEP 5. To select a specific Organization within the Federation...

Voluntary Deductions

Doe, Jane

City of Minneapolis

Review, add or update your voluntary deductions information.

REMEMBER: If you already contribute to a charitable Federation and will continue to contribute in next year's campaign click on the 'Add Deduction' box. To contribute to a specific charitable organization you must click on the group icon under 'Agencies'.

Voluntary Deductions					
Deduction Type	Start Date	Stop Date	<u>Status</u>	<u>Deduction</u> Agencies Delete	
United Arts	12/15/2013	12/27/2014	Future	\$10.00 🏰 🗲	

Add Deduction

Click on the Agency icon to the right to contribute funds to a specific charity within the Federation.

Important tax information: Please print a copy of this page for your taxes.

The charity above makes the assurance that no goods or services were received in exchange for this gift.

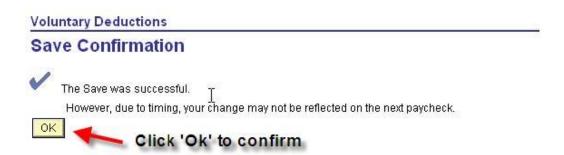
Return to Payroll and Compensation

STEP 6. Designate your gift for each group within the Federation.



Note: System allows only 3 rows of Agency Designations.

STEP 7. Click 'OK' to confirm.



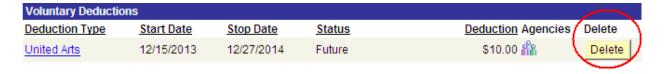
The system will return you to the original election page.

IMPORTANT '1040' TAX filing information (bottom of screen)

"Print a copy of this page for your income tax filing. The charity above makes the assurance that no goods or services were received in exchange for this gift."

To select more than one Charitable Federation, repeat STEPS 1 through 7.

If you wish to cancel your election <u>prior to the start of deductions</u> you can return to the Voluntary Deduction page and 'click' on the yellow delete button.



<u>To cancel a deduction during the year:</u> Contact Central Payroll in writing to ask for a cancellation of the charitable deduction.